



**St. Charles Parish**  
**Department of Planning & Zoning**  
14996 River Rd / P.O. Box 302 • Hahnville, LA 70057  
Phone (985) 783-5060 • Fax (985) 783-6447  
www.stcharlesparish-la.gov

Permit/Case #:	_____
Receipt #:	_____
Application Date:	_____
Zoning District:	_____
FLUM Designation:	_____
Date Posted:	_____

**APPLICATION FOR HOME OCCUPATION PERMIT**

Administrative: **\$25**  
State or Federal Permits/Licenses Required: **\$200**

**Home Occupation:** A business, profession, occupation, or trade conducted within the principle structure of a residential use by residents of the dwelling which is incidental and secondary to the residential use of the dwelling, does not change the essentially residential character of the use, and which complies with the requirements of Section XXII, Home Occupations, of the Zoning Ordinance.

Applicant: \_\_\_\_\_

Home address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property owner: \_\_\_\_\_

Name of proposed business: \_\_\_\_\_

Are state or federal permits/licenses required for your proposed business? YES / NO

If yes, please list the agency/office involved: \_\_\_\_\_

\_\_\_\_\_

Description of proposed business/business-related activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many people will be employed by the proposed business? \_\_\_\_\_

Please list all vehicles/trailers associated with your proposed business, including the year/make/model. Please also indicate where each will be parked/stored. Pictures of each vehicle/trailer must also be supplied. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What materials and equipment will be used in the proposed business? Where will these items be stored? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If the applicant does not own the property, the property owner(s) must sign and notarize below to indicate their approval/understanding of the proposed business.**

\_\_\_\_\_  
(Property owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Notary signature & seal)

\_\_\_\_\_  
(Date)

**Please read each of the following Home Occupation Operational Regulations. Please initial after each regulation to indicate your understanding.**

- 1. No dump truck, bus, construction vehicle, semi-truck, or vehicle of similar nature shall be permitted to park on the subject property as part of a home occupation. Any vehicle or trailer that will be used in the operation of a home occupation must be documented with photographs as part of the application process. \_\_\_\_ (initial)
- 2. There shall be no signs posted which indicate the existence of the home occupation. \_\_\_\_ (initial)
- 3. No non-resident employees or contractors associated with the home occupation will visit the home for business purposes—this includes, but is not limited to, picking up work assignments, materials, or payment. \_\_\_\_ (initial)
- 4. There shall be no outdoor storage of materials or products on the premises. \_\_\_\_ (initial)
- 5. Indoor storage of materials/products shall not exceed 20 percent of the gross floor area of the dwelling. \_\_\_\_ (initial)
- 6. The home occupation shall not eliminate or impede required off-street parking. \_\_\_\_ (initial)
- 7. The home occupation shall not cause any external effect such as increased noise, excessive traffic, excessive lighting, or offensive odor, which is incompatible with the characteristics of the residential area, or in violation of any applicable governmental code. There shall be no illegal discharge of materials, fluids, or gases into the sewer system, or any other manner of discharging such items in violation of any applicable governmental code. \_\_\_\_ (initial)
- 8. The resident(s) engaged in the home occupation shall possess all required licenses including a St. Charles Parish Occupational License and other state or federal permits or licenses. \_\_\_\_ (initial)
- 9. No alcoholic beverages shall be sold/offered/provided in connection with a home occupation. \_\_\_\_ (initial)
- 10. Home occupation permits are not transferrable as to person or location. \_\_\_\_ (initial)
- 11. Home occupation activities which include the manufacture/sale/repair firearms (or any related commercial activity) shall be prohibited in R-2 and R-3 residential zoning districts, and shall be additionally prohibited on residentially zoned lots which contain more than one dwelling unit. \_\_\_\_ (initial)

**Home Occupation Application Process:**

- The Planning Department will review the application for completion and for compliance with operational regulations.
- If some aspect of the business requires licensure by a state or federal entity, the fee shall be \$200 and the application shall be forwarded to the Planning and Zoning Commission for public hearing.
- The property will be posted with a sign describing the home occupation.
- If objections to the proposed home occupation are submitted to the Planning Director (within the 10 day posting period), the application shall be forwarded to the Planning and Zoning Commission for public hearing.
- Applications that are not forwarded to the Planning and Zoning Commission may be approved, approved with conditions, or denied by the Planning Director.
- A Certificate of Zoning Compliance will be issued upon approval of the Home Occupation.
- Approval **does not** allow operation of a home occupation in violation of any law.
- Zoning compliance for a home occupation is not transferrable to another person or another location.

**Application Checklist:**

- \_\_\_\_ 1. Completed application
- \_\_\_\_ 2. Act of Sale or deed to the property (recorded Act of Sale available at Clerk of Courts Office)
- \_\_\_\_ 3. Photographs of vehicles/trailers used in the home occupation
- \_\_\_\_ 4. Notarized endorsement of property owner (if applicant is not the property owner)
- \_\_\_\_ 5. Fee (\$25 or \$200 check or money order payable to St. Charles Parish Department of Finance)

**Acknowledgement of Regulations:**

I have read a copy of the Home Occupation Ordinance including the Operational Regulations (Section XXII of the St. Charles Parish Zoning Ordinance). I will comply with the Home Occupation Ordinance and also with any special provisions required by the Planning and Zoning Director.

I acknowledge that violation of any parish ordinance, state law, or special provision may result in revocation of the zoning compliance and occupational license for the business.

\_\_\_\_\_  
(Applicant signature)

\_\_\_\_\_  
(Date)

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Planner Certification of Completed Application:**

\_\_\_\_\_  
(Planner signature)

\_\_\_\_\_  
(Date)